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OFFICE OF SECURITY WEEKLY STAFF MEETING (U)

ROOM 4E-64

25 August 1977

25X1A

3. (C) Director of Security Trip

The Director of Security will depart on 4 September for visits to several Agency facilities in Europe. He will return to the Headquarters area on 3 October.

4. (U/AIUO) SAC Conference

The next SAC conference will run from 3 to 7 October

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5. (U/AIUO) Project Artichoke Records

A review of the Project Artichoke records recently discovered at the Agency Archives and Records Center revealed essentially no new information although the material did contain a level of detail heretofore unavailable.

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6. (U) Exchange Magazine

The DD/P&M announced that a recent Managing Editor's survey disclosed that the Exchange Magazine is not being read as widely as it might be. To ensure that Exchange reaches a wider audience, [REDACTED] requested 25X1A that each supervisor make Exchange available to their personnel either through increased distribution or by placing copies in a central location for reading, as time permits, by component personnel.

7. (U/AIUO) Top Secret Document Inventory

A Top Secret document inventory is being conducted by the Chief, Security Records Division (SRD). To assist in the preparation of a comprehensive inventory, personnel are requested to notify C/SRD of Top Secret materials encountered in the course of their daily file review activities. C/SRD will make note of such findings and determine if the documents so identified are listed in our current inventory.

8. (U) U.S. Presence Overseas

The Office of Management and Budget is addressing a government-wide program to reduce U.S. presence overseas. As part of this exercise affected government agencies must justify the presence of personnel overseas and indicate the consequences of reducing such presence.

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